



Human Resources Analyst

Job Description

Department: Human Resources Management
Position: Career Service
Grade: 509
Supervisory: No
Reports to: Human Resources Manager

Summary

Under general supervision of a Human Resources Manager, provides a wide range of technical and administrative human resources support in the following functional areas: compensation, payroll, policy administration, benefits and special projects. This position is responsible for performing human resource administrative work and providing analysis of various human resource programs and initiatives.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist with day-to-day operation of the Utah County Human Resources Department, including: administration of payroll, compensation and benefits plans, coordination of new hire orientation and open enrollment, processing of department purchase orders and billing as needed, researching and editing policy changes, researching and preparing compliance reports, assisting with HRIS systems administration and payroll processing, developing standard operating procedures for critical processes, and completing compliance audits as needed.
2. Perform comprehensive analysis of positions; provide recommendations of job value and placement within the pay structure to the Compensation Manager.
3. Calculate total compensation value for grant applications, salary surveys, budget reports and other projects; analyze benefits cost details according to various position types.
4. Review requests and gather information to prepare and submit Commission Meeting agenda items for Human Resources requests and coordinate processing of approved items.
5. Review, finalize, and evaluate job descriptions.
6. Develop techniques for compiling, preparing, and presenting data related to compensation and benefits.
7. Keep apprised of federal, state, and local employment laws and regulations to ensure County compliance; review, interpret, and make recommendations for policy, process or program improvements.
8. Provide excellent customer service to Utah County employees by responding to employee requests and questions in a timely and professional manner.
9. Make recommendations for modification to programs, as needed.

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Job Title: Human Resources Analyst
FLSA: Non-Exempt
Effective Date: 4/2/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. May assist with accurate preparation and balancing of county-wide biweekly payroll; monitor input and recording of employee work hours; enter changes and answers questions relating to employee earnings and withholdings including state taxes, federal taxes, social security, retirement, and insurance; analyze, prepare, and input payroll data.
11. Understand and support Workday payroll systems and processes as needed.
12. Perform administrative and general office functions including filing, answering phones, and front desk coverage as needed.
13. Exemplify the desired culture and philosophy of the organization.
14. Work effectively as a team member with the other members of management and the Human Resources staff.

Competencies

1. Human Resources Expertise
2. Communication
3. Relationship Management
4. Critical Evaluation
5. Consultation
6. Business Acumen
7. Global & Cultural Awareness
8. Leadership & Navigation
9. Ethical Practice
10. Decisive Decision Making
11. Maintain Confidentiality
12. Complex Statistical Analysis

Knowledge, Skills, and Abilities

- Knowledge of current human resource laws
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training
- Ability to create and maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work under pressure

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Supervisory Responsibility

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone, ten key, photocopiers, shredders and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, and must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor’s degree in Human Resources, Business Management or a related field.
2. Two (2) years of experience working with benefits, recruiting, compensation, payroll, or HRIS systems.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Professional in Human Resource Certification (PHR), SHRM-Certified Professional (SHRM-CP), or related certification.

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2. Preference may be given to applicants who have a documented typing speed at or above the rate of thirty (30) WPM net.
3. Knowledge of Workday HRIS.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, gender status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director of Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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